

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

SECRETARY FOR RESOURCES
P.O.BOX 944246
SACRAMENTO, CA 94244-2460



Employee Name	CHRISMAN, MIKE
Expense Dates	08/27/09-08/27/09
Total Expense Amount	512.48
Amount Due Employee	37.00
Form ID	TEA000500611

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 08/27	O/S Parking, Auto	13.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 08/27/09-08/27/09
Report Name 0540 2009 Chrisman

Request Total \$ 512.48
Direct Charge Total - 475.48
Travel Advances - 0.00
Net Due Employee = 37.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	White House E	512.48

NOTE: (d)=Direct Charge

DATE	Thu Aug 27									TOTAL
O/ S Auto Rental (d)	92.28									92.28
O/ S Parking, Auto	13.00									13.00
O/ S Commercial Air Fare (d)	383.20									383.20
O/S Breakfast	6.00									6.00
O/S Dinner	18.00									18.00
TOTALS \$	512.48									512.48